



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

# Advisory Circular

Title 14 of the Code of Federal Regulations (14 CFR) Guidance Material

**Subject: PILOT RECORDS IMPROVEMENT  
ACT OF 1996**

**Date: 5/8/97  
Initiated by: AFS-200/600**

**AC No: 120-68  
Change:**

1. **PURPOSE.** This advisory circular (AC) provides information and standard forms, but not the only forms, that may be used to comply with some of the provisions of the Pilot Records Improvement Act of 1996 (PRIA), which is contained in Title V of Public Law 104-264, 110 Stat. 3259 (1996). The statute requires air carriers, prior to hiring an individual as a pilot, to request and receive: from the Federal Aviation Administration (FAA), certain records pertaining to the individual concerning pilot certificates, associated ratings, medical certificates, and summaries of legal enforcement actions; from other air carriers or other persons for whom the individual may have been employed in the past 5-year period, certain records pertaining to training, competency, disciplinary actions, and/or terminations or other causes for separation concerning the prior employee; and from the National Driver Register pertinent records concerning the motor vehicle driving record of the individual being considered for hiring. Note that this new statutory requirement only applies to those operators that have or are required to have an air carrier certificate. Further, air carriers that also conduct intrastate operations under Title 14 of the Code of Federal Regulations (14 CFR) parts 121 or 135 are required to comply with the new requirements.

2. **RELATED CODE OF FEDERAL REGULATIONS AND UNITED STATES CODE.**

- a. Codification of Certain U.S. Transportation Laws as Title 49, United States Code.
- b. Title 49 of the Code of Federal Regulations (49 CFR).
- c. Title 14 of the Code of Federal Regulations (14 CFR) Parts 121, 125, and 135.
- d. Title 23 of the Code of Federal Regulations (23 CFR) Parts 1325 and 1327.

3. **DEFINITIONS.** The following definitions are provided here in order to assist the reader in understanding the provision of this statute.

- a. **Air Carrier (reference: 49 U.S.C. § 40102(a)(2)).** A citizen of the United States undertaking by any means, directly or indirectly, to provide air transportation.

b. **Air Transportation (reference: 49 U.S.C. § 40102(a)(5)).** Foreign air transportation, interstate air transportation or the transportation of mail by aircraft.

c. **Person (reference: 1 U.S.C. § 1, 49 U.S.C. § 40102(a)(33)).** Includes corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals. It also includes a governmental authority, trustee, receiver, assignee, and other similar representative.

4. **BACKGROUND.** On October 9, 1996, President Clinton approved the Federal Aviation Reauthorization Act of 1996 (the Act). The One Hundred Fourth Congress of the United States of America passed the Act, Public Law 104-264, on October 3, 1996, which amended Title 49, United States Code, to reauthorize programs of the FAA, and for other purposes. This AC addresses Title V, Pilot Record Sharing, sections 501 and 502 of the Act, which is codified at 49 U.S.C. section 44936. Section 502 of the Pilot Records Improvement Act of 1996, is reprinted in appendix 1.

## 5. **EMPLOYMENT INVESTIGATIONS OF PILOT APPLICANTS.**

a. The Pilot Records Improvement Act of 1996 (PRIA), Title V of Public Law 104-264, states that all air carriers, before hiring an individual as a pilot, are to request certain FAA records, air carrier records, and other records (49 U.S.C. section 44936(f)(1)(B), as amended by section 502 of the PRIA), and the National Driver Register records concerning that individual. Additionally, the PRIA states that air carriers may use standard forms to obtain the pilot's written consent and to request a copy of the pilot's records for the 5-year period preceding the date of the individual's employment application.

(1) The privacy of the subject of the records is to be protected in accordance with the provisions of 49 U.S.C. section 44936 (f)(11) "PRIVACY PROTECTIONS.--An air carrier that receives the records of an individual under paragraph (1) may use such records only to assess the qualifications of the individual in deciding whether or not to hire the individual as a pilot. The air carrier shall take such actions as may be necessary to protect the privacy of the pilot and the confidentiality of the records, including ensuring that information contained in the records is not divulged to any individual that is not directly involved in the hiring decision."

(2) The pilot is to receive notice of the request and may request a copy of any records furnished.

(3) Under the PRIA, the pilot has the right to correct inaccuracies and to review any employment records.

b. The National Driver Register (NDR) is used to assist in exchanging information about the motor vehicle driving records of individuals. The NDR maintains records on individuals whose motor vehicle operator's license has been denied, revoked, suspended, or canceled for cause, or who have been convicted of certain serious traffic offenses.

**6. STANDARD FORMS AND RECORDS REQUESTS.** Standard forms which may be used by air carriers to request records under the PRIA are listed in appendix 2 and appendix 3. Specific instructions are included on the reverse side of the forms. Copies of these forms may be accessed on the Internet at <http://www.mmac.jccbi.gov/afs/afs700/afs760.html>. Appendix 4 contains samples of two forms that may be used to request NDR records. Copies of these forms may be accessed on the Internet at <http://www.nhtsa.dot.gov/people/perform/driver>.

**a. Appendix 2. FAA Record Request.**

(1) Part I, FAA Record Request. Used by the air carrier to request certain pilot records maintained by the FAA. The FAA will provide information concerning the airman's certificate(s) (including medical certificates) through the Airmen Registry. The FAA will also conduct a search of the Enforcement Information System and provide a summary of legal enforcement actions resulting in a finding by the Administrator of a violation of Title 49 U.S.C. or a regulation prescribed or order issued under this Title that has not been subsequently overturned [as provided in 49 U.S.C. section 44936(f)(1)(A)(ii)].

(2) Part II, Consent to Release of Records. Used by the air carrier to obtain written consent to the release of the records from the individual who is the subject of the records requested. Request will not be deemed received or valid until receipt of the required consent.

(3) Part III, Notice to Airman. Used by the airman to request a copy of the furnished records.

**b. Appendix 3. Air Carrier and Other Record Request.**

(1) Part I, Air Carrier and Other Record Request. Used by the air carrier to request certain records of the pilot from any air carrier or other person (as defined in paragraph 3c) that has employed the individual at any time during the 5-year period preceding the date of the employment application of the individual, or from the trustee in bankruptcy for such air carrier or other person. The records that must be provided are identified in section 44936 f(1)(B) of the PRIA.

(2) Part II, Consent to Release of Records. Used by the air carrier to obtain written consent to the release of records held by a current or previous employer from the individual who is the subject of the records requested. Requests will not be deemed received or valid until receipt of the required consent.

(3) Part III, Notice to Airman.

(a) Used by the air carrier or other persons to (1) notify the individual that he/she is the subject of a request; and (2) to notify the individual of his/her right to a copy of any such records furnished. Notice of the request and right to a copy of any record furnished

must be provided to the individual who is the subject of a request on or before the 20th day following the date of receipt by the air carrier or other person.

(b) Used by the airman to request a copy of the furnished records. Upon receipt of a written request from airman, an air carrier or other person shall make available the furnished records for the airman's review. Records shall be made available within a reasonable time of the request.

c. **Appendix 4. National Driver Register Record.** The National Highway Traffic Safety Administration (NHTSA ) is responsible for administering the NDR portion of a record request under PRIA. NHTSA is expected to publish, in the near future, an interim final rule concerning the implementation process. Appendix 4 contains samples of two forms prepared by NHTSA that may be used to request NDR records. Page 1 is the form that should be used until September 30, 1997, and should be submitted directly to the NDR at the address shown in paragraph 7c. Page 2 is the form that should be used after September 30, 1997, and should be submitted to the NDR through a State chief driver licensing official. Each form contains three parts. In accordance with standard NDR record request procedures, NHTSA offers the following guidance.

(1) Part I, NDR Record Request. Used by the air carrier to request NDR records about an individual seeking employment with the air carrier.

(a) Probable Identification. The NDR will identify probable matches that require further inquiry for verification. It is strongly recommended that air carriers verify matches with State(s) of record.

(b) Identification Information. Records received from the NDR will contain only identification information about the individual, provided by the State(s) that reported the information to the NDR. Specific information regarding the nature of the action that caused the individual to be listed on the NDR will not be provided. Such information should be requested by the air carrier from State(s) of record, after the air carrier verifies that the driver identified in the NDR record and the applicant are the same individual.

(c) Period of Availability. Information will not be provided by the NDR if the information was reported to the NDR more than 5 years before the date of the request, unless the information relates to a suspension or revocation of driving privileges that is still in effect on the date of the request.

(2) Part II, Consent to Request Records. Used to obtain written consent to the release of the records from the individual who is seeking employment with the air carrier. Requests will not be deemed received or valid if consent has not been provided.

(a) If a consent is submitted to the NDR through a State chief driver licensing official, the individual must provide proof of identification, in accordance with State

procedures. Acceptable forms of identification may include a notarized signature or, if the consent is delivered by the individual in person, a driver's license, birth certificate, credit card, employee identification card, or other form of identification normally accepted by the State.

(b) If a consent is submitted directly to the NDR, then it must include a notarized signature.

(3) Part III, Notice to Prospective Employee. Serves as notice to prospective employees: (a) of the request; and (b) of their right to receive a copy of any records furnished by submitting a request for such records.

(4) **NOTE** that an individual may request his or her own report(s) at any time from the NDR office.

d. Use of the standard forms identified in paragraphs 6a and 6b will expedite the processing of your request.

e. **Reasonable Charges.** Section 44936 f(7) of the PRIA allows for reasonable charges for processing requests and furnishing copies as referenced in paragraph 6a and 6b.

7. **REQUEST FOR INFORMATION/RECORDS:** Inquiries/request from airmen/air carriers concerning:

a. **FAA Records.**

(1) Inquiries/request for general information covered under the PRIA should be addressed to:

Federal Aviation Administration  
Attn: Flight Standards Service, AFS-200  
800 Independence Avenue, SW.  
Washington, D.C. 20591  
(405) 954-0990

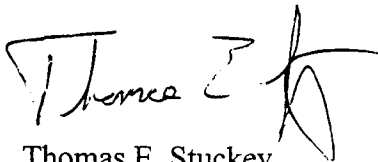
(2) Requests for FAA records pertaining to current pilot certificates (including medical certificates) and associated type ratings, including any limitations to those certificates and ratings; and summaries of legal enforcement actions covered under this act should be submitted to:

Federal Aviation Administration  
Attn: Airman Certification Branch, AFS-760  
P.O. Box 268872  
Oklahoma City, OK 73126-8872  
(405) 954-0990

b. **Air Carrier and Other Records.** Inquiries/request covered under the PRIA pertaining to individual airmen should be submitted directly to the applicable air carrier or previous employer.

c. **National Driver Register Records.** For further information on the upcoming final rule referenced in paragraph 6c and/or on the forms in appendix 4, contact:

National Highway Traffic Safety Administration  
Attn: Manager, National Driver Register  
400 7th Street, SW.  
Washington, D.C. 20590  
(202) 366-4800



Thomas E. Stuckey  
Acting Director, Flight Standards Service

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**APPENDIX 1. Public Law 104-264--October 1996**  
**Federal Aviation Act of 1996**  
**Title V, PILOT RECORD SHARING**

**SEC. 502. EMPLOYMENT INVESTIGATIONS OF PILOT APPLICANTS**

(a) IN GENERAL.--Section 44936 is amended by adding at the end the following:

(f) RECORDS OF EMPLOYMENT OF PILOT APPLICANTS.--

(1) IN GENERAL.--Before hiring an individual as a pilot, an air carrier shall request and receive the following information:

(A) FAA RECORDS.--From the Administrator of the Federal Aviation Administration, records pertaining to the individual that are maintained by the Administrator concerning--

(i) current airman certificates (including airman medical certificates) and associated type ratings, including any limitations to those certificates and ratings; and

(ii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of this title or a regulation prescribed or order issued under this title that was not subsequently overturned.

(B) AIR CARRIER AND OTHER RECORDS.--From any air carrier or other person that has employed the individual at any time during the 5-year period preceding the date of the employment application of the individual, or from the trustee in bankruptcy for such air carrier or person--

(i) records pertaining to the individual that are maintained by an air carrier (other than records relating to flight time, duty time, or rest time) under regulations set forth in--

(I) section 121.683 of title 14, Code of Federal Regulations;

(II) paragraph (A) of section VI, appendix I, part 121 of such title;

(III) paragraph (A) of section IV, appendix J, part 121 of such title;

(IV) section 125.401 of such title; and

(V) section 135.63(a)(4) of such title; and

(ii) other records pertaining to the individual that are maintained by the air carrier or person concerning--

(I) the training, qualifications, proficiency or professional competence of the individual, including comments and evaluations made by a check airman designated in accordance with section 121.411, 125.295, or 135.337 or such title;

(II) any disciplinary action taken with respect to the individual that was not subsequently overturned; and

(III) any release from employment or resignation, termination, or disqualification with respect to employment.

(C) NATIONAL DRIVER REGISTER RECORDS.--In accordance with section 30305(b)(7), from the chief driver licensing official of a State, information concerning the motor vehicle driving record of the individual.

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(2) WRITTEN CONSENT; RELEASE FROM LIABILITY.--An air carrier making a request for records under paragraph (1) --

(A) shall be required to obtain written consent to the release of those records from the individual that is the subject of the records requested; and

(B) may, notwithstanding any other provision of law or agreement to the contrary, require the individual who is the subject of the records to request to execute a release from liability for any claim arising from the furnishing of such records to or the use of such records by such air carrier (other than a claim arising from furnishing information known to be false and maintained in violation of a criminal statute).

(3) 5 YEAR REPORTING PERIOD.--A person shall not furnish a record in response to a request made under paragraph (1) if the record was entered more than 5 years before the date of the request, unless the information concerns a revocation or suspension of an airman certificate or motor vehicle license that is in effect on the date of the request.

(4) REQUIREMENT TO MAINTAIN RECORDS.--The Administrator shall maintain pilot records described in paragraph (1) (A) for a period of at least 5 years.

(5) RECEIPT OF CONSENT; PROVISION OF INFORMATION .--A person shall not furnish a record in response to a request made under paragraph (1) without first obtaining a copy of the written consent of the individual who is the subject of the records requested. A person who receives a request for records under this paragraph shall furnish a copy of all of such requested records maintained by the person not later than 30 days after receiving the request.

(6) RIGHT TO RECEIVE NOTICE AND COPY OF ANY RECORD FURNISHED.--A person who receives a request for records under paragraph (1) shall provide to the individual who is the subject of the records--

(A) on or before the 20th day following the date of receipt of the request, written notice of the request and of the individual's right to receive a copy of such records; and

(B) in accordance with paragraph (10), a copy of such records, if requested by the individual.

(7) REASONABLE CHARGES FOR PROCESSING REQUESTS AND FURNISHING COPIES.--A person who receives a request under paragraph (1) or (6) may establish a reasonable charge for the cost of processing the request and furnishing copies of the requested records.

(8) STANDARD FORMS.--The Administrator shall promulgate--

(A) standard forms that may be used by an air carrier to request records under paragraph (1); and

(B) standard forms that may be used by an air carrier to--

(i) obtain the written consent of the individual who is the subject of a request under paragraph (1); and

(ii) inform the individual of--

(I) the request; and

(II) the individual right of that individual to receive a copy of any records furnished in response to the request.

(9) RIGHT TO CORRECT INACCURACIES.--An air carrier that maintains or requests and receives the records of an individual under paragraph (1) shall provide the individual with



a reasonable opportunity to submit written comments to correct any inaccuracies contained in the records before making a final hiring decision with respect to the individual.

(10) RIGHT OF PILOT TO REVIEW CERTAIN RECORDS.--Notwithstanding any other provision of law or agreement; an air carrier shall, upon written request from a pilot employed by such carrier, make available, within a reasonable time of the request, to the pilot for review, any and all employment records referred to in paragraph (1)(B)(i) or (ii) pertaining to the employment of the pilot.

(11) PRIVACY PROTECTIONS.--An air carrier that receives the records of an individual under paragraph (1) may use such records only to assess the qualifications of the individual in deciding whether or not to hire the individual as a pilot. The air carrier shall take such actions as may be necessary to protect the privacy of the pilot and the confidentiality of the records, including ensuring that information contained in the records is not divulged to any individual that is not directly involved in the hiring decision.

(12) PERIODIC REVIEW.--Not later than 18 months after the date of the enactment of the Pilot Records Improvement Act of 1996, and at least once every 3 years thereafter, the Administrator shall transmit to Congress a statement that contains, taking into account recent developments in the aviation industry--

(A) recommendations by the Administrator concerning proposed changes to Federal Aviation Administration records, air carrier records, and other records required to be furnished under subparagraphs (A) and (B) of paragraph (1); or

(B) reasons why the Administrator does not recommend any proposed changes to the records referred to in subparagraph (A).

(13) REGULATIONS.--The Administrator may prescribe such regulations as may be necessary--

(A) to protect--

(i) the personal privacy of any individual whose records are requested under paragraph (1); and

(ii) the confidentiality of those records;

(B) to preclude the further dissemination of records received under paragraph (1) by the person who requested those records; and

(C) to ensure prompt compliance with any request made under paragraph (1).

(g) LIMITATIONS ON LIABILITY; PREEMPTION OF STATE LAW.--

(1) LIMITATION ON LIABILITY.--No action or proceeding may be brought by or on behalf of an individual who has applied for or is seeking a position with an air carrier as a pilot and who has signed a release from liability, as provided for under paragraph (2), against--

(A) the air carrier requesting the records of that individual under subsection (f)(1);

(B) a person who has complied with such request;

(C) a person who has entered information contained in the individual's records; or

(D) an agent or employee of a person described in subparagraph (A) or (B); in the nature of an action for defamation, invasion of privacy, negligence, interference with contract, or otherwise, or under any Federal or State law with respect to the furnishing or use of such records in accordance with subsection (f).

(2) PREEMPTION.--No State or political subdivision thereof may enact, prescribe, issue, continue in effect, or enforce any law (including any regulation, standard or other

provision having the force and effect of law) that prohibits, penalizes, or imposes liability for furnishing or using records in accordance with subsection (f).

(3) PROVISION OF KNOWINGLY FALSE INFORMATION.--Paragraphs (1) and (2) shall not apply with respect to a person who furnishes information in response to a request made under subsection (f)(1), that--

(A) the person knows is false; and

(B) was maintained in violation of a criminal statute of the United States.

(h) LIMITATION ON STATUTORY CONSTRUCTION.--Nothing in subsection (f) shall be construed as precluding the availability of the records of a pilot in an investigation or other proceeding concerning an accident or incident conducted by the Administrator, the National Transportation Safety Board, or a court.

(b) CONFORMING AMENDMENTS.--Section 30305(b) is amended--

(1) by redesignating paragraph (7) as paragraph (8); and

(2) by inserting after paragraph (6) the following:

(7) An individual who is seeking employment by an air carrier as a pilot may request the chief driver licensing official of a State to provide information about the individual under paragraph (2) to the prospective employer of the individual or to the Secretary of Transportation. Information may not be obtained from the National Driver Register under this subsection if the information was entered in the Register more than 5 years before the request unless the information is about a revocation or suspension still in effect on the date of the request.

(c) CIVIL PENALTIES.--Section 46301, as amended by section 1220(b) of this Act, is further amended--

(1) in each of subsections (a)(1)(A), (d)(2), and (f)(1)(A)(i) by inserting "44724," after "44718(d),"; and

(2) in subsection (a)(2)(A) by inserting "44724," after "44716,".

(d) APPLICABILITY.--The amendments made by this section shall apply to any air carrier hiring an individual as a pilot whose application was first received by the carrier on or after the 120th day following the date of the enactment of the Act.

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**APPENDIX 2. FAA RECORD REQUEST**

**Mail To:** Federal Aviation Administration (AFS-760)  
Post Office Box 268872  
Oklahoma City, OK 73126-8872

**PART I: FAA RECORD REQUEST**

\_\_\_\_\_, air carrier certificate #\_\_\_\_\_, hereby requests records pertaining to the airman consenting in Part II below concerning (i) current airman certificates (including airman medical certificates) and associated type ratings, including any limitations to those certificates and ratings; and (ii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of Title 49 U.S.C. or a regulation prescribed or order issued under this title that was not subsequently overturned [as provided by 49 U.S.C. Section 44936(f)(1)(A)].

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail records to: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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**PART II: CONSENT TO RELEASE OF RECORDS**

I, \_\_\_\_\_, knowingly and voluntarily consent to and authorize the  
(Print Name)

Federal Aviation Administration to release records concerning my (i) current airman certificates (including airman medical certificates) and associated type ratings, including any limitations to those certificates and ratings; and (ii) summaries of legal enforcement actions resulting in a finding by the Administrator of a violation of Title 49 U.S.C. or a regulation prescribed or order issued under this title that was not subsequently overturned, to the air carrier named in Part I above.

Certificate Number: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PART III: NOTICE TO AIRMAN**

Under Section 502 of the Pilot Records Improvement Act of 1996 (PRIA), you are entitled to a copy of any and all records furnished by the Federal Aviation Administration in response to the request made in Part I above.

☐ No, I do not want a copy of the furnished records.

☐ Yes, I want a copy of the furnished records.

All copies will be mailed to your current official address as shown by your Airman Records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Title 49 U.S.C. Section 44936(f)(7) (contained in Section 502 of the PRIA) allows for reasonable charges for processing requests and furnishing copies of requested records.

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**INSTRUCTIONS--FAA RECORD REQUEST FORM**

This form may be used by air carriers to request FAA Records from the Federal Aviation Administration

- NOTICE:** a) This form may be photocopied for use; however, all forms submitted to FAA must bear original signatures.  
b) This form is available on the Internet at <http://www.mmac.jccbi.gov/afs/afs700/afs760.html>  
c) A separate form must be used for each airman whose records are requested.  
d) **DO NOT** enter information on this form such as date of birth, social security number, home address, or other information in which the airman may have a reasonable expectation of privacy.

**PAPERWORK REDUCTION ACT STATEMENT:** The Pilot Records Improvement Act of 1996 (Public Law 104-264) requires all air carriers, before hiring an individual as a pilot, to request FAA records, Air Carrier records, National Driver Register records, and other records concerning that individual. The information collected will be used to facilitate search and retrieval of those Records. It is estimated that the average burden per respondent associated with this collection is ten minutes. If you wish to comment on the accuracy of that estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, AFS-620, P.O. Box 25082, Oklahoma City, OK 73125. The requirement to collect background information on the pilots before hiring is mandatory, the use of this form to do it is not. No representations are made regarding the confidentiality of the information collected by use of this form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.

**Part I:** To be completed by the Air Carrier.

1. All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.
2. The name, title, and signature of the person making the request on behalf of the air carrier must be legibly entered in the appropriate blank.
3. A complete mailing address must be furnished to which FAA can mail the requested records.

**Parts II and III:** To be completed by Airman/Applicant.

1. All entries, except for signature, must be either type written or printed legibly with black or dark blue ink.
2. In the first blank, type or print your name as it is shown on your airman certificate(s).
3. Sign the Consent portion of the form in ink using your legal signature.
4. Type or print your certificate number(s) in the blank provided. In parenthesis after the Certificate number, indicate the type of certificate by using S (Student), P (Private), C (Commercial), F (Flight Instructor), G (Ground Instructor), or A (Air Line Transport Pilot). If you have multiple certificates which use the same certificate number, list the certificate number once and indicate the types of certificates in parenthesis. For example, if you hold an Air Line Transport Pilot Certificate as well as Flight Instructor and Ground Instructor Certificates using the same number, you should indicate as follows: Certificate No. 456231234 (A,F,G)
5. Section 502 of the Pilot Records Improvement Act of 1996 gives you the opportunity to request and receive a complete copy of all FAA Records furnished in response to a request made by an air carrier. In Part III, check the appropriate box to indicate whether you do or do not want a copy mailed to your official address as shown by your airman records.

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**APPENDIX 3. AIR CARRIER AND OTHER RECORD REQUEST****PART I: AIR CARRIER AND OTHER RECORD REQUEST**

To: \_\_\_\_\_

\_\_\_\_\_, air carrier certificate # \_\_\_\_\_, hereby requests copies of records as required under 49 U.S.C. Section 44936(f)(1)(B), as amended by Section 502 of the Pilot Records Improvement Act of 1996 (Title V of Public Law 104-264), pertaining to the airman consenting in Part II below.

Name: \_\_\_\_\_  
(Print)Title: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail copies to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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**PART II: CONSENT TO RELEASE OF RECORDS**

I, \_\_\_\_\_, knowingly and voluntarily consent to and authorize my

(Print Airman Name)

current or previous employer \_\_\_\_\_ to release records pertaining to me as

(Print Employer Name)

required under 49 U.S.C. Section 44936(f)(1)(B), as amended by Section 502 of the Pilot Records Improvement Act of 1996 (Title V of P.L. 104-264) to the air carrier named in Part I above.

Certificate Number: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PART III: NOTICE TO AIRMAN**

Pursuant to Section 502 of the Pilot Records Improvement Act of 1996 (PRIA) (Title V of P.L. 104-264), you are entitled to a copy of any and all records furnished in response to the request made in Part I above.

☐ No, I do not want a copy of the furnished records.☐ Yes, I want a copy of the furnished records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Title 49 U.S.C. Section 44936(f)(7) (as amended by Section 502 of the PRIA) allows for reasonable charges for processing requests and furnishing copies of requested records.

**INSTRUCTIONS: AIR CARRIER AND OTHER RECORD REQUEST**

This form may be used by prospective employers when requesting records from current and/or past employers as contemplated under the Pilot Records Improvement Act of 1996 (Public Law 104-264).

- NOTICE:**
- a) This form may be photocopied for use.
  - b) This form is available on the Internet at <http://www.mmac.jccbi.gov/afs/afs700/afs760.html>
  - c) A separate form should be used for each airman whose records are requested.
  - d) DO NOT use this form to request Pilot Records from the Federal Aviation Administration.

**PAPERWORK REDUCTION ACT STATEMENT:** The Pilot Records Improvement Act of 1996 (Public Law 104-264) requires all air carriers, before hiring an individual as a pilot, to request FAA records, Air Carrier records, National Driver Register records, and other records concerning that individual. The information collected will be used to facilitate search and retrieval of those Records. It is estimated that the average burden per respondent associated with this collection is ten minutes. If you wish to comment on the accuracy of that estimate or submit suggestions for reducing the burden, you may write to: Federal Aviation Administration, AFS-620, P.O. Box 25082, Oklahoma City, OK 73125. The requirement to collect background information on the pilots before hiring is mandatory, the use of this form to do it is not. No representations are made regarding the confidentiality of the information collected by use of this form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0607.

**Part I:** To be completed by the Air Carrier.

- 1. All entries, except for signature, should be either type written or printed legibly with black or dark blue ink.
- 2. The name, title, and signature of the person making the request on behalf of the air carrier should be legibly entered in the appropriate blank.
- 3. A complete mailing address should be furnished to facilitate processing the request.

**Parts II and III:** To be completed by Airman/Applicant.

- 1. All entries, except for signature, should be either type written or printed legibly with black or dark blue ink.
- 2. In the first blank, type or print your name as it is shown on your airman certificate(s).
- 3. Sign the Consent portion of the form in ink using your legal signature.
- 4. Type or print your certificate number(s) in the blank provided. In parentheses after the Certificate number, indicate the type of certificate by using S for Student, P for Private, C for Commercial, F for Flight Instructor, G for Ground Instructor, or A for Air Line Transport Pilot. If you have multiple certificates which use the same certificate number, list the certificate number once and indicate the types of certificates in parenthesis. For example, if you hold an Air Line Transport Pilot Certificate as well as Flight Instructor and Ground Instructor Certificates using the same number, you should indicate as follows: Certificate No. 456231234 (A,F,G)
- 5. Section 502 of the Pilot Records Improvement Act of 1996, gives you the opportunity to request and receive a complete copy of all records furnished in response to a request made by an air carrier. In Part III, check the appropriate box to indicate whether you do or do not want a copy. You must furnish an address for mailing or furnish appropriate handling instructions.

## SAMPLE

## Name and Address of Air Carrier:

Until September 30, 1997 submit to:  
National Driver Register  
NHTSA  
400 7th Street S.W., Room 6124  
Washington, DC 20590-0001

## PART I - NDR REQUEST

This request authorizes the National Highway Traffic Safety Administration (NHTSA) to perform a one-time file search of the National Driver Register (NDR) for information pertaining to me, and to provide the results to the prospective employer listed on this form. This search is to be limited to information about revocations or suspensions still in effect on the date of the request or information entered in the NDR in the past 5 years from the date of the request. Upon my request, the prospective employer listed shall make available to me any NDR information received as a result of this search.

## Type or Print Clearly (Inquiries that cannot be read will be returned to the air carrier.)

Full Legal Name (First, Middle, Last)Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)Date of Birth (MM/DD/YYYY)Social Security Number (Optional)Driver's License Number and StateSexEye ColorHeightWeight

## PART II - CONSENT TO RELEASE RECORDS

Prospective Employee Understanding: I understand that the National Driver Register (NDR) search will result in a printed report which will be sent only to the prospective employer listed on this form. The report will indicate either (1) that the NDR does not contain a record matching my identification or (2) that the NDR has a probable identification (pointer record) from one state (or more) which will be named on the report. A separate check of state files would be required (1) to verify the identification or (2) to obtain the driving record. Under the Privacy Act, I have the right to request record(s) pertaining to me from the NDR to verify their accuracy.

I hereby, with my notarized signature, authorize a one-time file search of the NDR and any resulting reports to be sent to the prospective employer named on this form.

Signature

Date

## PART III - NOTICE TO PROSPECTIVE EMPLOYEE

Pursuant to Section 502 of the Pilot Records Improvement Act of 1996, this serves as notice of a request for NDR information concerning your motor vehicle driving record and your right to receive a copy of such information.

NOTARIZATION IS MANDATORY

**SAMPLE**

Beginning October 1, 1997 submit to:  
Local state Department of Motor Vehicles

Name and Address of Air Carrier:

**PART I - NDR REQUEST**

This request authorizes the National Highway Traffic Safety Administration (NHTSA) to perform a one-time file search of the National Driver Register (NDR) for information pertaining to me, and to provide the results to the prospective employer listed on this form. This search is to be limited to information about revocations or suspensions still in effect on the date of the request or information entered in the NDR in the past 5 years from the date of the request. Upon my request, the prospective employer listed shall make available to me any NDR information received as a result of this search.

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Full Legal Name (First, Middle, Last)

Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)

Date of Birth (MM/DD/YYYY)

Social Security Number (Optional)

Driver's License Number and State

Sex

Eye Color

Height

Weight

**PART II - CONSENT TO RELEASE RECORDS**

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I hereby, with my notarized signature, authorize a one-time file search of the NDR and any resulting reports to be sent to the prospective employer named on this form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART III - NOTICE TO PROSPECTIVE EMPLOYEE**

Pursuant to Section 502 of the Pilot Records Improvement Act of 1996, this serves as notice of a request for NDR information concerning your motor vehicle driving record and your right to receive a copy of such information.

Official Use Only		
<u>Date Received</u>	<u>Date Sent</u>	<u>Internal Control</u>
TYPE OF IDENTIFICATION		
<input type="checkbox"/> Valid Photo Driver License	<input type="checkbox"/> State-issued Photo ID	
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Valid Passport	
<input type="checkbox"/> Valid Military ID	<input type="checkbox"/> Military Discharge Papers	
Other (specify): _____		
Employee Verifying Applicant Identification (Print Name)		Signature _____

NOTARIZATION	
Required only if the NDR File Check Request is not made in person by the prospective employee.	
Sworn to and subscribed before me this _____ day of _____ 19____ in the city/county of _____ State of _____	Notary Public Seal or Stamp





U.S. Department  
of Transportation

**Federal Aviation  
Administration**

800 Independence Ave., S.W.  
Washington, D.C. 20591

Official Business  
Penalty for Private Use \$300